

**SUBJECT TO MODIFICATION AND APPROVAL
MINUTES
BOARD OF FINANCE
February 13, 2020**

CALL TO ORDER

The Chairman called the Board of Finance meeting to order at 7:00 p.m. in the Town Hall, Trumbull, Connecticut. All joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

ATTENDANCE

Present

Michael Barker, Secretary (entered at 7:10 pm)
Elaine Hammers
Marty Isaac
Lainie McHugh, Chairman
Steve Choi
Paul Timpanelli, Vice Chairman
Vincent DeGennaro – Alternate
Marc Mascola – Alternate
Christine El Eris – Alternate

Absent

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Kathleen McGannon, Chief Administrative Officer; Cynthia Katske, Chief Administrative Officer; Therese Keegan, Auditor; Rina Bakalar, Economic and Community Development Director; Richard White, Vice Chairman Land Acquisition Commission.

AUDITOR'S REPORT – Therese Keegan

Ms., Keegan presented her report: **Tashua Knolls Golf Course**. To access the report, use the following links:

- <https://www.trumbull-ct.gov/215/Internal-Audit>
- <https://www.trumbull-ct.gov/DocumentCenter/View/3809/2020-02-Tashua-Knolls-Golf-Course-Operational-Review-PDF>

Ms. Hammers moved, seconded by Mr. Isaac, to take 02-20-02 out of order.

Vote: 6-0-0 motion carries

02-20-02- FISCAL YEAR 2019-2020 SUPPLEMENTAL APPROPRIATION

Mr. Timpanelli moved, seconded by Mr. Isaac, to appropriate \$47,734 from the General Fund to account #01022800-581888 Capital Outlay \$47,734 to purchase radio equipment to communicate on new fire department radio frequency system.

Ms. Murphy, Fire Marshal for the Town of Trumbull, spoke to the Board indicating the old system needs to be upgraded in order to communicate with the fire departments on the new radio frequency system they are implementing.

She did not include this expense in her budget for 2020, since the change had not yet been finalized; however, she has since learned that if she purchases the equipment now, along with the Fire Department, instead of July when her new budget is approved, she will be able to do so at a discounted price, saving \$20,000. In addition, the system will come with a 5 year accidental warranty, which will cover repairs vs a one year warranty if we wait until July.

Vote: 6-0-0

02-20-01 - BOND RESOLUTION

Mr. Isaac moved, seconded by Mr. Barker, to read the title of the resolution in its entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of this meeting.

Vote: 6-0-0 motion carries

Mr. Timpanelli moved, seconded by Mr. Barker, to adopt the resolutionn introduced.

Attorney Schopick spoke to the Board indicating the Town occasionally purchases property. This is done when there is an immediate need or when we can put together several parcels to be used later. Since 1998, \$30,000,000 has been bonded for this purpose. The process involves having the money in place, but we spend it only when the property is actually purchased. The First Selectman would consult with the Town Council who would in turn ask the Planning and Zoning Commission to provide an opinion, either negative or positive. The Town Council would then review the opinion and make their decision.

Mr. Isaac moved, seconded by Mr. Choi, to move into Executive Session at 7:41 p.m.

Vote: 6-0-0 motion carries

The Chairma asked the following individuals to remain: Vicki Tesoro, First Selectman, Daniel Schopick, Esq., Town Attorney; the Board of Finance and Alternates, Rina Bakalar, Economic and Community Development Director; Richard White, Vice Chairman Land Acquisition Commission.

Executive session began at 7:41 p.m.

Mr. Barker moved, seconded by Ms. Hammers, to come out of executive session at 8:50. p.m.

Vote: 6-0-0 motion carries

Mr. Timpanelli moved, seconded by Mr. Barker, to amend the the resolution from \$12,000,000 to \$10,000,000.

Vote: 6-0-0 motion carries

The Chairman asked the clerk to call the vote on the amended resolution of \$10,000,000.

	<u>Aye</u>	<u>Nay</u>
Mr. Choi		x
Ms. Hammers		x
Ms. McHugh	x	
Mr. Isaac	x	
Mr. Timpanelli	x	
Mr. Barker	x	

Vote: 4-2-0 (opposed: Choi; Hammers) motion carries

DISCUSSION ITEMS

- Budget to actual FY 2020
 - Ms. Pires was asked to add columns to the excel version of the report to show the percentages 65% 75% 85% and to highlight in yellow. In addition, the Board requested she use Times New Roman Font. They no longer require the Munis report
 - Salaries are 59%; some departments may be over due to retirement payouts for vacation and sick time.
 - Workers comp is 79%; we should have funds to cover the shortage from Fica and Medical.
 - Police overtime is 77%; there are vacancies so overtime is necessary; however, there are extra funds in the full time account.
 - EMS salaries are 62%; there was a retirement with sick time and vacation time payout
- Fund Balance FY 2020- this includes the appropriation request from the Fire Marshal approved at this meeting.
- Memo from Dmitri Paris regarding the Ash Tree infestation
The Board asked for an estimate to be provided indicating the cost to take down the 11 trees referred to in the Memo.
- Audit Database – If you have any questions regarding this, please send them to Therese Keegan.

APPROVAL OF MINUTES – January 9, 2020

By unanimous consent, the Board approved the Minutes of the January 9, 202 meeting as presented.

ADJOURNMENT

By unanimous consent, the meeting adjourned at 9:12 p.m.

Respectfully submitted

Phyllis C. Collier, Board of Finance Clerk